

**BY ORDER OF THE COMMANDER  
552D AIR CONTROL WING**

**552D AIR CONTROL WING (ACC)  
INSTRUCTION 10-202**



**5 MARCH 2014**

***Operations***

***RECALL OPERATIONS***

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This instruction implements Air Force Policy Directive (AFPD) 10-2, Readiness. This instruction establishes recall procedures for all units assigned to the 552d Air Control Wing (552 ACW). This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this instruction are 10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation by, and E.O. 9397. System of records notice F011 AFA applies. Place a Privacy Act of 1974 Applies caveat on recall rosters according to applicable Air Force instructions. Recall rosters containing active duty personnel require a For Official Use Only (FOUO) caveat in accordance with DoD 5400.7-R, *Freedom of Information Act Program*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Record*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). It applies to all military personnel or key civilian personnel assigned to 552 ACW and its subordinate units. This instruction applies to members of the U.S. Air Force Reserve who are Individual Mobilization Augmentees (IMAs) assigned to the 552 ACW. A copy of this instruction is provided to HQ ACC/A3YA. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Information Management Tool (IMT) 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through Major Command (MAJCOM) publications/forms managers.

## ***SUMMARY OF CHANGES***

Significant changes throughout the instruction. Theater Battle Management Core System (TBMCS) has been replaced by Unit Level/Unit Command and Control (UL/UC2). Processes on how recalls of all levels have been revised. Types of battle staff recalls have been further explained with updated verbiage. Wing recall reporting standards are changed. Formatting of recall guidance is better streamlined and arranged in generally a sequential order. Readiness Postures (RP) in relation to recalls have been added. Depictions and tables providing quick reference are included. Attachments have been updated IAW to parent documents or based on unit/Wing staff feedback.

**1. General.** 552d Air Control Wing Commander (552 ACW/CC) or designated representative will direct recall of 552 ACW personnel as required. A recall may be executed in the event of national or local emergency, increased Defense Condition (DEFCON), implementation of Higher Headquarters (HHQ) or 552 ACW plans, execution of HHQ inspections, or locally-generated recall exercises. Unit recalls can be initiated as required by the appropriate subordinate commanders.

### **2. Responsibilities.**

#### 2.1. Commanders will:

2.1.1. Appoint a recall coordinator who will be responsible for consolidating strength data and reporting it as outlined in paragraph 4.

2.1.2. Ensure their respective Group Control Centers/Unit Control Centers (GCCs/UCCs) are staffed and trained to implement recall procedures accurately and in a timely manner IAW this ACWI and higher governing instructions.

2.1.3. Establish procedures to govern their unit's recall programs.

2.1.4. Ensure unit members understand the importance of safeguarding their recall roster as critical information (CI) and of properly destroying obsolete rosters. **Recall rosters are not to be used as social rosters.** Guidance for social rosters is available in Air Force Instruction (AFI) 33-332, *Privacy Act Program*, para 12.1.1.

#### 2.2. GCCs/UCCs are or will:

2.2.1. Be primarily responsible for implementing recall procedures, accounting for all required personnel, and reporting status.

2.2.2. Upon a General or Selective Recall, ensure all personnel report to work with their personal mobility bag (MOBAG), as required (see [Attachment 3](#)). It is highly advantageous for the GCCs/UCCs to activate as soon as possible in preparation for deployment operations to ensure accurate accounting and reporting of personnel.

2.2.3. Activate and use Unit Level/Unit Command and Control (UL/UC2) to notify Battle Staff (BS) of activation as soon as possible after arriving at their work centers. The primary means of notification will be via NIPR DCO Jabber chat. Secondary means will be telephonic notification. All members will use the format of, organizational symbol, DSN telephone number, rank and name to allow more effective DCO user identification. Example: 963 AACs/DOR, 884-1234. SSgt John Brown. DCO chat will use the following

rooms: 552 ACW GCC (Wing Staff and Groups only). All other players will use 552 ACW gcc/ucc.

2.3. Unit Recall Coordinators (URC) will:

2.3.1. Develop telephone and degraded communications recall rosters (also known as comm out recall roster).

2.3.1.1. Unit Deployment Managers should be listed at the top of the recall roster so they are among the first to be called.

2.3.1.2. Rosters **must** be labeled with a caveat to advise individuals that “This Roster Contains Personal Information and Is For Official Use Only.” Use a Privacy Act Statement of 1974 Applies on all personnel rosters as prescribed in DODR 5400.7/Air Force Supplement, *DOD Freedom of Information Act (FOIA) Program*.

2.3.1.3. Rosters will be destroyed (i.e., burned, shredded, etc.) when obsolete. Destroy electronic records by any means to prevent unauthorized transmission or duplication.

2.3.1.4. Under FOIA, military and civilian personnel may exclude unlisted numbers from the printed roster. However, all members should be encouraged to include their information to ensure mission accomplishment. Unlisted telephone numbers listed on the roster must be annotated with “unlisted” or “UL”. If a member has all unlisted number(s), identify another individual or supervisor who can be notified, who will, in turn, notify the required individual. Example: *John Brown, home phone unlisted. Notify John Doe, 555-1234*. It is the unit recall coordinator’s responsibility to ensure the notifying individual or supervisor’s availability (i.e. deployed, crew rest or flying) and include an alternate if not available.

2.3.1.5. Units will ensure each member has a copy of the recall roster and understands the unit’s recall procedures. The URC will ensure a copy of the recall roster is maintained in the unit’s command section.

2.3.1.6. At a minimum, the recall quick reference in **Attachment 3** will be located somewhere on the recall roster. Any deviations from Attachment 3 will be approved by 552 ACW/XP.

2.3.1.7. Rosters will be annotated with date and time of last update to alleviate confusion on information currency.

2.3.1.8. Alternates to organizational supervisors must be able to implement the recall roster for their organization in the absence of the supervisor.

2.3.2. Review recall rosters for accuracy at least monthly and/or as changes occur.

2.3.3. Email a copy of the updated recall roster to [552acw.cp@tinker.af.mil](mailto:552acw.cp@tinker.af.mil). Recall rosters are due to 552 ACW/CP by the 15<sup>th</sup> of every month or the first duty day after changes take place.

2.3.4. Train all unit personnel on the use of the recall roster and recall procedures. Ensure unit leadership personnel know the processes for keeping recall rosters current.

2.3.5. Ensure recall rosters include key civilian personnel and IMAs. IMAs and civilians do not have to be recalled for alert notifications tests and exercises unless essential to the unit's mission. Recall rosters can be annotated so these individuals are not recalled for exercises or notification tests.

**2.4. 552 ACW/XP will:**

2.4.1. Update and maintain a list of the Senior Battle Staff (SBS) and the Full Battle Staff (FBS) members and alternates. This list will include current addresses and telephone numbers and will be verified on a monthly basis. Wing XP will distribute the rosters monthly. The 552 ACW/CP is a required distribution recipient.

2.4.2. Ensure all appointed Battle Staff members (SBS and FBS) inform 552 ACW/XP and 552 ACW/CP any time their contact information changes, a new person is assigned that position, or when the member will be unavailable due to absence (TDY, leave, etc.)

2.4.3. Inform CP of any discrepancies found during recall procedures upon completion of recall.

**2.5. 552 ACW/CP will:**

2.5.1. Create and utilize checklists to conduct BS recalls IAW this instruction and AFI 10-207. Automated notifications, such as TANS (Telephone Automatic Notification System), may be utilized for recalls. The automated notification system will be verified on a monthly basis. CP will make verbal contact with key personnel who are not on the automated notification system.

2.5.2. Review SBS and FBS rosters provided by Wing XP and update contact or procedures accordingly.

2.5.3. Provide to Wing XP results of initiated recalls.

2.5.4. Maintain copies of 552 ACW recall rosters for all Wing, Group and Squadron levels and update CP checklists, status boards, and recall roster binders.

2.5.5. Execute any recall initiated by 552 ACW/CC, 552 ACW/CV or designated personnel.

2.6. All personnel have the individual responsibility to ensure his/her contact information on recall rosters is accurate at all times and notify leadership as soon as it changes.

**3. Execution.**

**3.1. General.**

3.1.1. All 552 ACW recalls will be initiated by 552 ACW/CC, 552 ACW/CV or designated representatives.

3.1.2. 552 ACW recalls may be one of the following types: General, Selective, Telephone Standby, Accountability Only, Senior Battle Staff (SBS), Full Battle Staff (FBS) (consisting of SBS Cell, Synergy Cell, Functional Cell, and Advisory Cells) per table 3.2 through table 3.4, and Degraded Communications recall. All recalls will have procedures in place to be conducted using functional communication and under degraded communication conditions.

3.1.3. General Recalls and Selective Recalls (Line 1 and Line 2) will include instructions indicating whether personnel should report with their MOBAGs. All units will adhere to specified guidance on MOBAG contents as found in TAFB Plan 10-403, Installation Deployment Plan, Attachment 3. Mobility items are dog tags (if checked out of mobility folder), CAC card, and line badge (if applicable), government issued credit card, and government passport (if checked out of mobility folder).

3.1.3.1. Alpha. BRING MOBILITY BAGS AND ALL REQUIRED ITEMS WHEN REPORTING. LEAVE MOBILITY BAGS IN YOUR CAR BUT BRING ALL OTHER REQUIRED ITEMS WITH YOU WHEN YOU SIGN INTO YOUR UNIT, UNLESS THEY ARE ALREADY IN YOUR MOBILITY FOLDER.

3.1.3.2. Bravo. MOBILITY BAGS ARE NOT REQUIRED, BUT BRING ALL OTHER MOBILITY ITEMS WHEN REPORTING. BRING THE REQUIRED ITEMS WITH YOU WHEN YOU SIGN INTO YOUR UNIT, UNLESS THEY ARE ALREADY IN YOUR MOBILITY FOLDER.

3.2. Line One -- General Recall:

3.2.1. **552 ACW/CP will:**

3.2.1.1. Notify the SBS by verbal contact to initiate the pyramid recall of 552 ACW personnel. The SBS is annotated in Table 3.1.

3.2.1.2. Notify all other BS members with the exception of Squadron Commanders. SBS members will notify their respective Squadron Commanders. 552 ACW/Director of Staff will notify Wing Deployments (552 ACW/DR) and Director of Personnel (552 ACW/DP). In addition to the SBS, the CP will make verbal contact with 552 ACW/XP, 552 ACW/CP Chief, and 513 ACG/CC. CP will notify additional personnel as directed to support the mission.

3.2.1.3. The following verbiage will be used:

**Figure 3.1. Pyramid Recall Verbiage**

3.2.2. BS members will report to the Battle Cab as soon as possible or as directed.

3.2.3. Contacted individuals will:

3.2.3.1. Initiate their portion of the telephone pyramid as directed in their unit recall procedures. Contact will be made directly with each individual either by voice or by SMS text message. Voice messages, voicemails, or answering machines are not sufficient for recall purposes. Messages left with other people are also not sufficient. If utilizing SMS texts, the contacted individual must reply back that the recall message has been received. Information on the mission tasking will not be relayed for OPSEC considerations; only reporting instructions will be discussed. If an individual cannot be reached, contact the personnel the absent individual would normally call. Do not delay your response to continue attempts to contact unaccounted for personnel. Advise your UCC of personnel that could not be reached in the pyramid. The UCC or designated representative will continue to attempt to contact the personnel who were not contacted during the initial pyramid recall.

3.2.3.2. Expeditiously report to their normal duty station unless directed otherwise. Observe posted speed limits and traffic safety guidelines when responding. Sign in at the UCC. Dress is the Airman Battle Uniform (ABU) or Flight Duty Uniform (FDU). Mission-essential civilian personnel will wear the appropriate clothing required for their duties. During incidents where immediate response of emergency personnel is required, the duty uniform requirement may be waived by the unit for those personnel not at home when notified of the recall. In these cases, the unit will arrange for personnel to change into the duty uniform as soon as the situation allows. Personnel will not delay in order to shower or eat, but are to report to their duty sections ASAP with their mobility items and their MOBAGs as directed in the recall message (Alpha/Bravo).

3.2.4. UCCs will make every attempt to make contact with all unit personnel not contacted during the pyramid recall. If telephone contact cannot be made, the unit commander should consider the needs of the mission before sending runners to search for unaccounted for personnel.

### 3.3. Line 2 -- Selective Recall:

3.3.1. This option gives commanders the ability to tailor personnel for a particular mission while minimizing the disruption of other base functions. This option assumes some time to prepare and organize forces prior to execution of the recall. Preparations may be initiated with a telephone recall, general recall, or deliberate planning.

3.3.2. A selective recall may be executed by the CP or the Battle Staff Director (BD). For selective recalls, the CP will notify those agencies identified by the Wing Commander or designated representative and relay instructions. If executed by the BD, the BD will contact the Group Commanders, or designated representative, by secure means if necessary, and relay information on the mission being directed and any other guidance from the 552 ACW/CC. The CP will be notified that a selective recall has been initiated. Upon receiving notification, all units will initiate their pyramid recall procedures and BS members will report to the Battle Cab as soon as possible or as otherwise directed.

3.3.3. All commanders will use available time prior to execution of the selective recall to prepare for anticipated mission requirements, including setting shift schedules, determining mobility needs, assigning aircrew to appropriate alert posture or crew rest.

3.3.4. Individuals will initiate their portions of the telephone pyramid as directed in their unit recall procedures. Contact will be made directly with each individual recalled. Messages left with other people or on answering machines are not sufficient for recall purposes. Information on the mission tasking will not be relayed; only reporting instructions will be discussed. If an individual cannot be reached, contact the personnel the absent individual would normally call. Do not delay your response to continue attempts to contact unaccounted for personnel. Advise your UCC of personnel that could not be reached in the pyramid. The UCC or designated representative will continue to attempt to contact the personnel who were not contacted during the initial pyramid recall.

3.3.5. Notify only personnel necessary for the selective recall. Recalled personnel will immediately report to their duty sections. Individuals assigned to mobility status will

report with their mobility items and MOBAGs, if directed. Personnel assigned to a shift later in the day will remain on telephone standby and report for their shift as previously directed.

3.3.6. Individuals in crew rest will remain in crew rest until alerted. Once alerted, aircrew assigned to mobility status should report with mobility items and MOBAGs.

3.4. Line 3 -- Telephone Standby Recall:

3.4.1. 552 ACW/CP will:

3.4.1.1. Notify the SBS by verbal contact to initiate the pyramid recall of 552 ACW personnel. The SBS is annotated in Table 3.1. CP will notify BS members with the exception of Squadron Commanders. SBS members will notify their respective Squadron Commanders.

3.4.1.2. Make verbal contact with 552 ACW/XP, 552 ACW/CP Chief, and 513 ACG/CC. The CP will notify additional personnel as directed to support the mission.

3.4.2. **Units will:** complete their pyramid alert notifications and remain on telephone standby. Each unit will report its recall status to the BS via its Group Commander if the GCCs and UCCs are not formed. If the GCCs and UCCs are formed, the groups will report recall status in accordance with section 4 (Reporting) of this instruction.

3.4.3. **Personnel will:** remain available for contact by telephone to receive further instructions. Individuals will ensure that their telephone(s) are in working order and that they are able to answer without delay. If an individual's telephone(s) are inoperative or the individual needs to be away from his/her telephone(s), the individual will contact his/her chain of command and inform them of his/her whereabouts.

3.4.4. **The following verbiage will be used:** "THIS IS A LINE THREE TELEPHONE STANDBY RECALL. DO NOT REPORT TO YOUR DUTY SECTION. YOU ARE TO REMAIN AT HOME, ON STANDBY, UNTIL FURTHER NOTICE. DO NOT LEAVE YOUR HOME. SQUADRON PERSONNEL SHOULD BE ABLE TO REACH YOU WITHIN SIX (6) RINGS." The CP will notify additional personnel as directed to support the mission.

3.5. Line 4 -- Accountability Only Recall.

3.5.1. In addition to directed accountability of personnel, this recall can be used to practice or test the pyramid notification system. This test is designed to evaluate the effectiveness of the recall system, but personnel are not required to report to their duty sections. Status reports are not required. Called units will record the time the communications test is completed.

3.5.2. The same procedures will be used to initiate/conduct this recall as a General Recall except the following verbiage will be used: "THIS IS A LINE FOUR ACCOUNTABILITY ONLY RECALL. INITIATE ACCOUNTABILITY RECALL. DO NOT RECALL PERSONNEL IN CREW REST. RECALLED PERSONNEL WILL REPORT TO THEIR DUTY SECTIONS AT THE NEXT NORMALLY SCHEDULED DUTY TIME AND SIGN IN WITH TIME NOTIFIED OF RECALL."

3.5.3. Units will complete their pyramid recall procedures and report results to appropriate GCCs of the Battle Staff.

3.5.4. Individuals will initiate their portion of the telephone pyramid as directed in their unit recall procedures. Contact will be made directly with each individual. Messages left with other people or on answering machines are not sufficient for recall purposes. If an individual cannot be reached, contact the personnel the absent individual would normally call. Do not delay your response to continue attempts to contact unaccounted for personnel. Advise your UCC of personnel that could not be reached in the pyramid. The UCC or designated representative will continue to attempt to contact personnel who were not contacted during the initial pyramid recall.

3.5.5. Everyone in the unit, except those in crew rest, will be personally notified of the accountability recall. Recalled personnel will report to their duty sections at the next normally scheduled duty time and sign in with time notified of the accountability recall.

### 3.6. Line 5 -- SBS Recall:

3.6.1. 552 ACW/CC or designated representative may direct the CP or Wing XP to implement a SBS Recall. Members of the SBS Cell are depicted in Table 3.1. The CP will add or delete members to/from this list as directed.

**Table 3.1: SBS Cell**

Battle Staff Commander*	552 MCG/CC**	552 ACW Director of Staff***
552 OG/CC**	552 ACW/CV	72 ACW/CC***
552 ACG/CC**	Battle Director (552 ACW/XP)	512 ACG/CC***

\* 552 ACW/CC or delegated representative

\*\* Delegated representative can attend on behalf

\*\*\* As required and delegated representative can attend on behalf

3.6.2. CP or Wing XP will notify the SBS members verbally. The following verbiage will be used:

### **Figure 3.2: SBS Cell Recall Verbiage**

“THIS IS \_\_\_\_\_ WITH A RECALL OF THE 552 ACW SENIOR BATTLE STAFF CELL. THE RECALL INITIATION TIME WAS \_\_\_\_L. THE SBS CELL WILL CONVENE AT \_\_\_\_L IN THE BATTLE CAB.” The CP will notify additional personnel as directed to support the mission.

3.6.3. SBS members will normally be recalled to the Battle Cab, Building 280, although recall to other locations is possible. Members will report a minimum of 10 minutes prior to the appointed time to review applicable messages and recall additional personnel as needed.

### 3.7. Line 6 -- FBS Recall.

3.7.1. 552 ACW/CC, BD or designated representative may direct the CP or Wing XP to implement a FBS Recall. FBS members include those in the SBS Cell (see Table 3.1) and three BS cells – Synergy, Advisory, and Functional – as depicted in Tables 3.2-5.



**Table 3.2: Synergy Cell**

Executive Officer	Admin Support
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**Table 3.3: Advisory Cell Tier 1**

Safety	Command Chief	Public Affairs
Historian*	Security Forces	Wing Deployment Officer
Financial Management*	Director of Personnel	Command Post
Intelligence	Plans	Requirements*
Inspector General	Weather	Foreign Disclosure Officer*
Squadron Commanders**		

\* Government Civilian impact

\*\* Can include 970th AACS/CC and/or Canadian Component/CC

**Table 3.4: Advisory Cell Tier 2 (552 ACW/CC may request the following to participate)**

Installation Deployment Manager	Flight Surgeon
Security Forces Squadron Commander	Office of Special Investigations
Staff Judge Advocate	Base Chaplain

\* Government Civilian impact

**Table 3.5: Functional Cells**

Maintenance Cell Director (MCD)*
Operations Cell Director (OCD)*
Communications Cell Director (CCD)*

\* Lead GCC director and manned from MXG, OG, or ACG designated location

3.7.2. CP will notify the BS members, with the exception of Squadron Commanders, via TANS and by verbal contact for those not in TANS. The following verbiage will be used:

**Figure 3.3. FBS Recall Verbiage**

“THIS IS THE TINKER CP WITH A RECALL OF THE 552 ACW FULL BATTLE STAFF CELL. THE RECALL INITIATION TIME WAS \_\_\_\_L. THE FBS WILL CONVENE AT \_\_\_\_L IN THE BATTLE CAB.” The CP will notify additional personnel or delete personnel as directed to support the mission. The 552 ACG/CC, 552 MXG/CC, and 552 OG/CC will notify their respective Squadron Commanders in the event of a BS Recall.

3.7.3. FBS members will normally be recalled to the Battle Cab, Building 280, although recall to other locations is possible (i.e. Alternate Battle Cab, Building 989). Members will report a minimum of 10 minutes prior to the appointed briefing time to review applicable messages and recall additional personnel as needed.

### 3.8. Degraded Communication (Degraded Comm) Procedures:

3.8.1. Degraded Comm recall procedures will be implemented if a recall is necessary and normal communications procedures are not available.

3.8.2. If unable to contact the 552 ACW/CC, the CP will dispatch any available personnel (Maintenance Operations Center, Supervisor of Flying (SOF), Support Staff,

Command Section, Safety, 72 ABW Security Forces, etc.) to the 552 ACW/CC's location to advise 552 ACW/CC of the situation and to get further instructions.

3.8.3. In the event the 552 ACW/CC directs a Degraded Comm recall, the MOC will appoint and assemble five (5) runners. In the event the MOC is not manned, the 552 ACW/CC will appoint another agency, such as 552 ACW/CCEA, to assemble the runners. Any available personnel (SOF, Support Staff, Command Section, Safety, etc) can be used as runners. One (1) individual will be appointed team chief and will ensure adequate transportation is available. The team chief will arrange available Wing GOVs (e.g. SOF, SE trucks) or acquire vehicles from Base Transportation. 72 ABW Security Forces may be of assistance in completing a Degraded Comm recall.

3.8.4. As directed by the 552 ACW/CC, the CP will provide addresses to and direct the runners to the following senior officers' residences: 552 ACW/CV, 552 OG/CC, 552 MXG/CC, and 552 ACG/CC.

3.8.5. On Base: Utilize runners to notify additional on-base personnel. The CP will utilize Land Mobile Radio (LMR) network and the Commander's channel as necessary.

3.8.6. Off Base: With the approval of 552 ACW/CC in coordination with 72 ABW, the CP will notify 72 ABW Public Affairs, who will request local television and radio media to announce the recall of 552 ACW personnel.

3.8.7. When contacted, individuals will initiate their portion of the unit's Degraded Comm Recall, then report to duty. A Degraded Comm Recall requires individuals to walk or drive to the next individual's residence to pass the recall instructions. If an individual cannot be reached, contact the personnel the absent individual would normally contact. Advise your UCC of personnel that could not be reached.

3.8.7.1. Unit Degraded Comm recall procedures should be organized by geographic locale to the maximum extent possible to minimize the amount of time and distance between successive contacts. Units should use maps or detailed instructions to assist in locating individual's homes. URCs will review Degraded Comm recall procedures monthly to confirm mission effectiveness.

3.8.7.2. UCCs will make every attempt to make contact with all unit personnel. If contact cannot be made, the unit commander should consider the needs of the mission before sending runners to search for unaccounted for personnel.

#### **4. Reporting.**

4.1. The primary means for reporting manning strength is through NIPR UL/UC2 and NIPR DCO chat. This information will be reported initially when the UCC is manned and every hour (GCCs/UCCs back-up report times accordingly) until 100 percent of the unit and group is accounted for. All units will use the following time progression format to report personnel status: Recall Initiation Time (RIT) + 1 (1 hour after initiation), RIT + 2, and RIT + 3. It is important to note that recalls on UL/UC2 will "time-out" after RIT + 3 meaning no further GCC/UCC inputs will be accepted and units will be required to calculate accountability as described in 4.2 and 4.3 for remaining unit members.

4.2. In the event that NIPR UL/UC2 and/or DCO chat is unavailable, an alternate means such as telephonic communications or sending a runner to report manning strength will be

used. The alternate means is for UCCs to report manning strength to their applicable GCC. GCCs will report their units' status to 552 ACW/XP. This information will be reported initially when the UCC is manned and every hour (GCCs/UCCs back-up report times accordingly) until 100 percent of the unit and group is accounted for. In turn, 552 ACW/XP will report directly to the BS (when stood up) or to the 552 ACW/CC.

4.3. The strength reports for the GCCs and UCCs will include total percentage of personnel present or accounted for (PAF). The Unit Status Worksheets (see Attachment 2) are a guide to aid data collection and reporting. The Worksheets mirror categories found on UL/UC2. It is important to note that the "non-combat quantity" category on UL/UC2 will not be used. The accountability categories are defined on the attachment for easy reference. Figure 4.1 is an example of how the form should be used.

4.3.1. PAF is defined as personnel whose whereabouts are positively established by personal contact or by reference to official forms such as leave forms, TDY/deployment orders or equivalent. Other examples include personnel already at their duty sections, on crew rest, performing mission duties such as flying, flight line shift or live ground missions. All personnel must be accounted for after the recall is initiated. PAF does not include personnel who were seen earlier in the day but not contacted after recall initiation.

4.3.2. Telephone standby recall requires units report percentage of personnel personally contacted. Messages left on answering machines, voice mail or with other people do not count for accountability purposes. If utilizing SMS texts, the contacted individual must reply back that the recall message has been received.

4.3.3. Wing Staff agencies will report unit manning strength information through 552 ACW/DP. This information will be reported initially when the UCC is manned and every hour (GCCs/UCCs back-up report times accordingly) until 100 percent of the unit and group is accounted for.

Figure 4.1. Example of Unit Status Worksheet

UNIT STATUS WORKSHEET	
NOTE: The following status categories align with UL/UC2 - Non Combat Quantity will not be used Categories Defined Below	
RECALL INITIATION TIME (RIT): 0733L	
1. TOTAL AUTHORIZED:	320
2. TOTAL ASSIGNED:	300
3. TOTAL UNAVAILABLE FOR DUTY:	
A. Total on Leave:	10
B. Total TDY:	4
C. Total Deployed:	36
D. Total Deceased:	0
E. Total Hospitalized:	1
F. Total Missing:	4
ADD SECTIONS A TO F = 55	
4. TOTAL PRESENT FOR DUTIES:	245
ADD #3 & #4, THEN SUBTRACT F = 296 TOTAL PAF	
DIVIDE TOTAL PAF FROM #2 x 100 = 98.6% PAF	
RIT + 1:	12 %
RIT + 2:	98.6%
RIT + 3:	100 %

4.4. BD Update the BS. The BD will update the BS on the current strength status a minimum of every hour, starting one (1) hour after recall. In the event the alternate means of reporting is accomplished, 552 ACW/DP will compile strength status for the BD prior to the required BS update times. For general and selective recalls, accountability objectives are as follows:

4.4.1. 100% SBS notification within one (1) hour or (RIT) + 1.

4.4.2. Fifty percent (50%) of available personnel present or accounted for within two (2) hours or RIT + 2.

4.4.3. One hundred percent (100%) of available personnel present or accounted for within three (3) hours or RIT + 3. Note: After RIT +3, UL/UC2 will no longer tabulate accountability. Any outstanding personnel accounted for after RIT + 3 will be counted by alternate means.

4.4.4. All recall messages for TDY/leave personnel generated/sent within four (4) hours.

4.4.5. All UCCs prepared and able to provide copies of all recall messages to their GCC.

4.5. GCC/UCC Training. Units will ensure GCC/UCC personnel are trained within 30 days of being assigned. UL/UC2 training will be included in the unit GCC/UCC training program.

## 5. Readiness Posture (RP) Recall Procedures

5.1. Applicable RPs. The 552 ACW is accountable to NORAD-USNORTHCOM IAW NORAD Instruction 10-8 for air homeland defense alerts to include Operation Noble Eagle. These alerts are known as RP-15, RP-3 and RP-1 as described in AFI 11-2E-3 V3, 3.22.

5.1.1. RP-1 denotes an aircraft and crew capable of launching in 1 hour from notification. Crews designated for RP-1 alert duty should normally be housed in a designated alert facility. 12 hours of pre-alert crew rest is required prior to assuming RP-1 alert. CP will be notified by CONR or HHQ to launch. CP will then notify the SBS cell, the Noble Eagle DO (NEDO) (552 OSS/DO or designated representative), and 552 OSS/OSX (Sled Dogs). All notifications should be accomplished within 15 minutes of initial notification from CONR or HHQ. All coordination for authority to launch the RP-1 aircraft and crew will be pre-coordinated between the NEDO and CP.

5.1.2. RP-3 denotes an aircraft and crew capable of launching in 3 hours from notification. 12 hours of pre-alert crew rest is required prior to assuming RP-3 alert. CP will be notified by CONR or HHQ to launch. CP will then notify the SBS cell, NEDO, and 552 OSS/OSX (Sled Dogs). All notifications should be accomplished within 15 minutes of initial notification from CONR or HHQ. All coordination for authority to launch the RP-3 aircraft and crew will be pre-coordinated between the NEDO and CP.

5.1.3. RP-15 denotes an aircraft and crew capable of launching 15 hours after notification. The RP-15 crew will be present for normal duty each day and carry pagers and/or cell phones for notification. Pagers and/or cell phones will have fixed numbers corresponding to aircrew positions. Example: Electronic Combat Officer, 555-1234; Senior Director, 555-1235. This allows consistency of contact in the event of crew member handover and ease of CP contact. CP will contact a daily test of the pager/cell phone at 1030L. It is the responsibility of RP-15 crew members to acknowledge the test and if not received, will elevate the potential issue to the Aircraft Commander (AC) or Mission Crew Commander (MCC). RP-15 crew members will be available to respond to alert instructions.

5.1.3.1. CP will be notified by CONR or HHQ to launch. CP will then notify the SBS cell, NEDO, 552 OSS/OSX (Sled Dogs) and RP-15 crew members. All notifications should be accomplished within 15 minutes of initial notification from CONR or HHQ. Crew members will report to the RP-15 AC or MCC within 15 minutes of notification to verify receipt and any accompanying orders. Crew rest begins after notification and NLT 12 hours prior to crew show time.

JAY R. BICKLEY, Colonel, USAF  
Commander, 552d Air Control Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-207, *Command Posts*, 1 February 2012  
AFI 11-2E-3V3, *E-3 Operations Procedures*, 14 February 2012  
AFI 33-332, *Privacy Act Program*, 7 October 2003  
AFPD 10-2, *Readiness*, 6 November 2012  
AFMAN 33-363, *Management of Records*, 1 March 2008  
DoD 5400.7-R, *DoD Freedom of Information Act Program*, September 1998  
552 ACWI 10-203, *Battle Staff Operations*, 28 January 2009  
NORAD Instruction 10-8, *NORAD E-3 Operating Instructions (S//REL)*, 23 August 2010  
Tinker AFB Plan 10-2, *Comprehensive Emergency Management Plan (CEMP)*, 1 October 2008  
Tinker AFB Plan 17, *Installation Recall and Notification Plan*, 20 December 2011  
Tinker AFB Plan 10-403, *Installation Deployment Plan*, 17 January 2012

***Adopted Forms***

AF IMT 847, *Recommendation for Change of Publication*  
552 ACW Form 7, *Document Error Report*

***Abbreviations and Acronyms***

**ABU**—Airman Battle Uniform  
**AC**—Aircraft Commander  
**BD**—Battle Director  
**BS**—Battle Staff  
**CAC**—Common Access Card  
**CCD**—Communications Cell Director  
**CI**—Critical Information  
**CONR**—Continental United States NORAD Region  
**CP**—Command Post  
**DCO**—Defense Connect Online  
**DP**—Director of Personnel  
**FDU**—Flight Duty Uniform  
**FOIA**—Freedom of Information Act  
**GCC**—Group Control Center

**HHQ**—Higher Headquarters  
**IMA**—Individual Mobilization Augmentee  
**LMR**—Land Mobile Radio  
**MCC**—Mission Crew Commander  
**MCD**—Maintenance Cell Director  
**MOBAG**—Mobility Bag  
**NEDO**—Noble Eagle Director of Operations  
**NIPR**—Non-Secure Internet Protocol Router  
**NORAD**—North American Aerospace Defense Command  
**OCD**—Operations Cell Director  
**OPSEC**—Operational Security  
**PAF**—Present or Accounted For  
**RI**—Reporting Instruction  
**RIT**—Recall Initiation Time  
**RP**—Readiness Posture  
**SBS**—Senior Battle Staff  
**TANS**—Telephone Automatic Notification System  
**UCC**—Unit Control Center  
**UL/UC2**—Unit Level/Unit Command and Control  
**UDM**—Unit Deployment Manager  
**URC**—Unit Recall Coordinator  
**USNORTHCOM**—United States Northern Command  
**XP**—Wing Plans

## Attachment 2

## UNIT STATUS WORKSHEET

Figure A2.1. Unit Status Worksheet

UNIT STATUS WORKSHEET	
(Use in event of non-availability of UL/UC2)	
NOTE: The following status categories align with UL/UC2 - Non Combat Quantity will not be used. Categories Defined Below	
RECALL INITIATION TIME (RIT): _____	
1. TOTAL AUTHORIZED: _____	
2. TOTAL ASSIGNED: _____	
3. TOTAL UNAVAILABLE FOR DUTY:	
A. Total on Leave: _____	D. Total Deceased _____
B. Total TDY: _____	E. Total Hospitalized _____
C. Total Deployed _____	F. Total Missing _____
ADD SECTIONS A TO F = _____	
4. TOTAL PRESENT FOR DUTIES:	
ADD #3 & #4, THEN SUBTRACT F = _____ TOTAL PAF	
DIVIDE TOTAL PAF FROM #2 x 100 = _____ % PAF	
RIT + 1: _____ %	
RIT + 2: _____ %	
RIT + 3: _____ %	
*****	
<b>USEFUL DEFINITIONS</b>	
<i>Assigned:</i> Total number of members assigned to the organization not to include attached individuals (i.e. Wing Staff)	
<i>Authorized:</i> Total number of personnel authorized by unit manning document	
<i>Deceased:</i> Total number of members killed, real-world or exercise	
<i>Deployed:</i> Total number of members geographically separated in support of CONUS or OCONUS real-world ops	
<i>Hospitalized:</i> Total number of members confined to a hospital or quarters for illness. If member is imprisoned include in category.	
<i>Leave:</i> Total number of members on local, non-local or Commander sanctioned pass	
<i>Missing:</i> Total number of members which whereabouts are unknown or still in question.	
<i>Present for Duties:</i> Total personnel present at their duty section to include flying, crew rest, official business appointments, etc.	
<i>Present or Accounted For (PAF):</i> Personnel whose condition and location are <u>positively</u> established by personal contact or by reference to official forms such as leave forms, TDY/Deployment orders or equivalent	
<i>TDY:</i> Total personnel temporarily separated off-station for exercises or training (i.e. PME in-residence, RED FLAG)	



## Attachment 3

## RECALL ROSTER EXAMPLES

Figure A3.1. Recall Roster Example

Note: May be displayed portrait or landscape view on the recall roster

**Mandatory Personal Mobility Bag Contents IAW TAFB Plan 10-403 & 552 ACWI 10-202**

**Required Clothing Items**  
(Items being worn are part of the below quantities & All Items should be IAW AFI 36-2903)  
^ = Mandatory

4 ABU/FDU as required by destination*	6 Undergarments (includes t-shirt, bras, underwear and panties)*
1 Belt w/ buckle as authorized w/ uniform*	6 Socks*
1 ABU/FDU Headgear as authorized w/ uniform*	1 pair boots as authorized w/ uniform (safety toe if req'd for duty)*
1 Field/Gortex jacket as authorized w/ uniform*	1 Athletic shoes (appropriate for PT/refer to AOR RI)
4 AF PT Uniform (any combination/refer to AOR)	3 Towels (body towels, subdued colors are preferred)*
2 Washclothes (subdued colors are preferred)*	2 Prescription eyewear (for members requiring vision correction)*
1 Reflective belt*	1 Mask inserts (for members requiring vision correction)*
	1 soft luggage (i.e. duffel bag, B-4 bag, A-3 bag or soft sided commercial luggage w/ rounded corners; footlockers/trunks are prohibited; maximum luggage is 2)*

**Personal Health/Hygiene**  
Members should pack sufficient supply based on personal req'ts and deployed location availability/duration

Shaving cream/lotion	Comb or Brush	Spare boot/shoe laces and polish	Medication (prescription)	Lip Balm	Flashlight
Laundry bag	Laundry soap	Disposable razor/clippers	Hand/body lotion	Mirror	Clothesline/pins
Feminine products	Vaseline or saline solution	Pillow and bed liners	Facial tissue	Personal soap	Can/bottle opener
Pad lock	Talcum/body powder	Shampoo/conditioner	Deodorant	toothbrush/paste	Sunglasses
Nail Clippers	Pocket Knife/Multi-Tool	Sunscreen/block	Shower shoes	Sewing kit	Insect repellent
Batteries					

**Required Mobility Items**

DD Form 2 (CAC card)	Line Badge	Government Issued Credit Card	Dog Tags	Government Passport
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Figure A3.2. Recall Roster Example 2

**RECALL TYPES & PROCEDURES**

**Note:** Commanders may consider adding Alpha or Bravo sub-options to the Recall LINE options as appropriate.

When called, follow the instructions of the person calling you. If instructed to call other personnel, pass recall LINE number and message listed below or as directed by person calling you.

**ALPHA:**

Pass message as: Mobility bags and all required items are required when reporting. Leave mobility bags in your car but bring all other required items with you when you sign into your unit unless they are already in your mobility folder.

**BRAVO:**

Pass message as: Mobility bags ARE NOT required but bring all other mobility items when reporting. Bring the required items unless they are already in your mobility folder.

**LINE ONE: GENERAL RECALL:**

This is a Line One (Alpha/Bravo) General Recall. Recall Initiation Time was \_\_\_\_ L. The time now is \_\_\_\_ L. Report to your duty section ASAP. Upon notification: Personnel will contact the next individual(s) as directed in their unit's recall pyramid and report with weather, traffic, and speed limits. Do not take time for unnecessary activities.

**LINE TWO: SELECTIVE RECALL:**

This is a Line Two (Alpha/Bravo) Selective Recall. Recall Initiation Time was \_\_\_\_ L. The time is now \_\_\_\_ L. Report to your duty section ASAP, as predetermined by your supervisor. Upon notification: Personnel will contact the next individual(s) as pre-coordinated and report in a safe and in a safe and orderly manner consistent with weather, traffic and speed limits. Do not take time for unnecessary activities.

**LINE THREE: TELEPHONE STANDBY RECALL**

This is a Line Three telephone standby recall. Do not report to your duty section. You are to remain at home, on standby, until further notice. Do not leave your home. Squadron personnel should be able to reach you within six (6) rings. Upon notification: Personnel will remain on telephone stand-by as instructed. Expect to receive additional instructions. Be prepared for instant response in a safe and orderly manner consistent with weather, traffic and speed limits.

**LINE FOUR: ACCOUNTABILITY ONLY RECALL**

This is a Line Four accountability only recall. Recall Initiation Time (RIT) was \_\_\_\_ L. The time is now \_\_\_\_ L. Report to your duty section at the next normally scheduled duty time and sign in with time notified of recall. Upon notification: Personnel will contact the next individual(s) as directed in their unit's recall pyramid.

**LINE FIVE: SENIOR BATTLE STAFF RECALL**

This is the \_\_\_\_ with a recall of the 552 ACW Senior Battle Staff Cell. The Recall Initiation Time (RIT) was \_\_\_\_ L. The SBS Cell will convene at \_\_\_\_ L in the Battle Cab.

**LINE SIX: FULL BATTLE STAFF RECALL**

This is the Tinker CP with a recall of the 552 ACW Full Battle Staff Cell. The Recall Initiation Time (RIT) was \_\_\_\_ L. The FBS Cell will convene at \_\_\_\_ L in the Battle Cab.